

Minutes of the May 20, 2024 Montclair Public Library Board of Trustees Meeting

The 2189th meeting of the Montclair Public Library Board of Trustees was held on Monday, May 20, 2024 at 7:00 p.m. in accordance with New Jersey Law.

The meeting was called to order by President JoAnn McCullough at 7:05 p.m.

Open Meetings Act:

President JoAnn McCullough announced that the meeting was in compliance with the Open Meetings Act. Notice of this meeting was posted on the Library website, in the Library, at the Municipal Building and advertised in the Star Ledger. Notice of the change of venue to an Hybrid meeting was posted on the library website.

Roll Call:

Board Members Present: JoAnn McCullough, Presiding, Theodore Graham, Diana Lunin, Andrew Silver, Brian Clarkson, Geoffrey Borshof, and Tamar Campbell

Board Members Absent: Damen G. Cooper and Lilian Ferguson

Library Staff Present: Director Janet Torsney, Assistant Director Selwa Shamy, Recording Secretary Linda Welch.

Approval of Minutes:

The Minutes of the April 15, 2024 Regular Meeting stood approved. Theodore Graham made the motion and Diana Lunin seconded. The motion was carried unanimously.

Presidents' Report:

JoAnn McCullough reported that:

- The Executive Committee met on May 14 to review the Agenda.
- The Personnel Committee met several times and Andrew Silver will report.
- The Policy Committee convened on May 13 and Diana Lunin will report
- The Building Committee met on May 15 and Theodore Graham will report.

Treasurer's Report:

Brian Clarkson presented the Treasurer's Report:

Brian Clarkson moved for the adoption of Resolution #24-23 Approving the Bills and Payables Between the April 15, 2024 and May 20, 2024 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Diana Lunin seconded. The motion was carried unanimously.

Brian Clarkson moved for the adoption of Resolution #24-24 Pre-Approving the Bills and Payables Due Between the May 20, 2024 and June 17, 2024 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Theodore Graham seconded. The motion was carried unanimously.

Brian Clarkson moved for the adoption of Resolution #24-25 Approving the April 2024 Bank Reconciliation Statements and Diana Lunin seconded. The motion was carried unanimously.

Reports from Support Organizations:

Report from The MPL Foundation - Mary Packer

Advocacy

Representatives from the Advocacy and Communications Committee of the Foundation attended each of the three community forums held in April for candidates running for Montclair Town Council. Foundation Board members also attended candidate events in their local wards whenever possible. Now that the election is over, the focus is on supporting the ancillary allocation put forth in the draft 2024 municipal budget, and getting to know the incoming Council members.

Annual Report

The 2023 Annual Report has been completed, and hard copies should be available in the coming weeks. An email blast and announcement on social media will be made shortly. A copy of the report can be found on the Foundation website under the "About" heading.

Board Development

We recently welcomed Jennifer Mellish to the Foundation Board. Jen served on our Gala Committee last year and has been very active in the community as a Watchung Elementary parent and CASA advocate. She is also an attorney.

We anticipate that several Foundation Board members will rotate off at the end of their terms in June, so we have begun reaching out to prospective Board members to fill those seats in the fall.

Gala 2025

In anticipation of the next Foundation Gala in 2025, we are looking at possible venues and are in the early stages of brainstorming themes, entertainment, and honorees. Please let me know if you have ideas or are interested in serving on the Gala Committee. We expect to have our first meeting in early June.

Karaoke – Save the Date

The Foundation is planning a song-filled send-off to Janet with a Karaoke Night fundraiser at Tierney's Tavern on Thursday, July 25. Proceeds will support the Library's community outreach efforts.

Legacy Society

The Foundation is currently developing outreach materials to launch (or re-launch, as the case may be) a Legacy Society to encourage bequests and other planned gifts to the Library and Foundation. If any members of the Trustees have included the Library in your estate plans or if you are willing to be an ambassador for the program, please speak with me.

Staff Appreciation

The Foundation was proud to host a brunch on May 16 for library staff in celebration of their hard work and many achievements. Tom Hoesly was this year's recipient of the Margery Quigley Award, while Adrienne Burke, Derek Duncan, and Enola Romano were recognized for their more than 25 years of service.

Montclair Library Friends: Ed Robin

The Bellevue Avenue Branch Plaza project is proceeding nicely. David Lustberg will provide Landscape Architecture services for the library plaza renovation. This includes design, drawings, renderings and other presentation material that is generally required for MHPC review. He is working on a quote from a local surveyor to get a topo survey of the patio

Friends of Bellevue Avenue Library, Inc.: Cordelia Siporin

The Friends of the Bellevue Avenue Library held a very successful May in Montclair Book sale. The sale made \$463.87 and the ongoing sale at the Branch grossed \$133.91. The Friends received \$114.18 in donations.

Cordelia is enjoying the Trivia night and murder mystery programs at the Bellevue Avenue Branch Library.

Library Report:

Assistant Director Report: Selwa Shamy

Building & Safety

- HVAC expenses to date are \$21,352 plus the Elliott Lewis annual maintenance contract of \$9,759. This far exceeds repair expenses from last year which were closer to \$7,000.
- The fire alarm at the Main Library sounded on Monday night at about 7 p.m., firefighters found that the elevator motor in the Main Library basement was spewing smoke. The elevator began to fail at about 4:30 p.m. and out of order signs were posted, we just didn't know it was the motor. The replacement cost is \$10,450 and repairs will hopefully be done on May 17.
- A Knox Box will be installed at both locations to make it faster for fire department personnel to access the buildings.
- A quote for a new chiller and controller came in at \$475,417.

- On May 9, a man named Amir was permanently banned from all library property due to threats toward a teenager that he had a gun. Amir left the building before library security arrived and the police were called.

Programming

- The Library attorney was consulted to revise the Program Agreement for presenters to clarify length and use of possible photographs or video/audio recording taken by staff, a clause was included to allow them to opt out.
- The MPL Foundation was awarded a \$2000 grant for a Spanish lap sit program to be held monthly starting July at both libraries.
- Vivid Stage's Banned in Boston Cabaret had 96 attendees including MILL's Senior Friday participants.
- John J. Cali School (MSU) Rose Quartet performance on Tuesday, 5/7; 76 people attended.
- The popular Research Your Home's History program is being held in May.

Outreach

- Staff will visit most of the elementary and middle schools to do a summer reading / library card signup push from May through June.
- 4/28 staff and the e-tuk attended Earth Fest put on by the Montclair Office of Sustainability, staff had 270 interactions.
- 5/11 staff and the e-tuk attended Bullock School's Eco Fest, staff had 138 interactions and many books were checked out.
- A float and activities are in the works for the African-American Heritage Parade and Festival on 6/1.
- The Library will participate in Montclair Pride on 6/8 and the Community Wide Juneteenth Celebration on 6/15. Assistant Director Report to the Board of Trustees May 20, 2024

Professional Visit

- 14 members of the Jersey City Public Library made a visit to the Main Library on May 17, at their request, to discuss programming and to take a tour.

Staff

- The Library attorney was consulted for a personnel issue and to review an ADP Background Check agreement.
- April was the third highest door count since reopening in 2020, after March '24 and March '23

Library Director Report: Janet Torsney:

Programs and Partnerships

- Montclair Reads *Best We Could Do* ended on May 15. Between February and May, 13 partners worked with us on 19 events attended by 528 people. (The final numbers will be more; we are waiting to hear from Montclair High and Montclair Film.)

- Planning for Partners for Health/MPL Poverty, by America event continues. Ordering books for local book clubs (financed by Partners for Health)
- Held bilingual OBOM Spanish poetry celebration: first of many adult programs reaching out to diverse cultures and languages
- Coordinated with Out Montclair on teen programming and Pride event
- Walk Read Montclair planning continues. Coordinating with decodable book author and planning launch party at Glenfield
- Coordinated with Succeed2gether on Literary Festival, especially the two OBOM events: Nell Painter with MAM director Ira Wagner (his first library collaboration) and Emily Rabreau/Leslie Jamison
- Coordinated meeting between Readeezy, which is willing to make online teen titles for reluctant readers available to us free, with Youth Services and the Foundation
- Launched Read All About It, literacy hub on our website to support MPS and NAACP's science of reading efforts
- Consulted with Adult Services on plan for NJ Council on the Humanities grant

Buildings

- Worked with architect on BAB water infiltration on report and bid packet
- Met with window and lighting vendors to get estimate on café improvements
- Met with Building Committee
- Consulted with lawyer about parking issues
- Applied for PSEG Direct Install for HVAC replacement
- Toni's Kitchen decided the café was outside their mission. Reaching out to MSU about high-end, healthy vending options
- Updated priorities list

Finance/payroll/HR

- Had first regular monthly ADP meeting. The human resources consultant has been invaluable; the payroll services enhancement needs improvement; the training and EAP benefits are a real asset for staff.
- On-site audit work completed with no major issues. Thanks to everyone – especially Lisa, Linda, Patty and Maurice – for getting the information they needed. Draft report expected in June.
- Reaching out to Township about impact of cybersecurity breach on library staff.
- Worked with director of the Parsippany Library on procurement card process. Reached out to state coordinator: program is on hold until July.

Technology

- Completed Garden State JIF cybersecurity survey
- Coordinated with CTS on 23/24 switch installation plan. Township IT still an obstacle.
- Received 24-25 e-rate funding for internet services, closet reorganization and monitoring

Policies

- Submitted changes to the Use of Technology and Computer Use policies to the Policy Committee
- Working on new financial management and control policies for June meeting.
- Drafted procurement card policies so we would be ready to when program begins again

Meetings

- Served on Weston Awards Committee. Ceremony will be at the Library for the first time this year.
- Participated in NJ State Per Capita Aid workshop and NJLA Administration and Management section on procurement cards
- Conducted Right to Read/Book Banning talk for Monmouth County Democrats.
- Attended Council meeting to introduce budget

Miscellaneous

- Evaluated by Personnel Committee
- Shared staff evaluation forms and timeline with Personnel Committee
- Coordinated director process and interviews for Search Committee
- Helped at MPLF fundraiser following OBOM *World in a Wineglass* program
- Attended MPLF donor event with Judge Pratt

Old Business:

New Business:

Revised Policies - Diana Lunin

Computer Use Policy

INF - 8

Policy Statement

The Library provides personal computing equipment and related software for customers to use.

Regulations

1. Computers are provided to all Library customers regardless of age, gender sexual orientation, race, ethnicity, disability, language proficiency, or social or economic status.
2. Public computer access is free to all customers with a valid MPL card. Customers need to log into the computer with their library card number.
 - a. Adult Library cardholders may be granted up to a total of four (4) hours of computer use per day.
 - b. Users who do not have a MPL library card are allowed one (1) sixty (60) minute session for computer use with a guest pass.
 - c. A computer may be designated an express computer (as resources allow).

3. Workstations are available on a first come, first served basis.
 - a. The computers in the Children's Room (at the Main Library) and Kid's Place (at the Bellevue Avenue Branch) are reserved for the use of children (with a valid MPL Library card) under the age of 18. Adult individuals for whom this space is developmentally appropriate will be accommodated.
 - i. One (1) staff managed computer is available in the Children's Room (at the Main Library) for a parent or caregiver to utilize while their child(ren) are using the children-only computers.
 - b. The computers in the Young Adult Room are reserved for the use of students in grades 6 through 12. Staffing restrictions may limit the availability of these computers.
 - c. The computers on the second floor are reserved for customers over the age of 14.
4. The workstations must be used in a responsible manner, respecting the rights of others and taking care with the use of the equipment. Changing workstation and/or internet settings is prohibited. Unauthorized use of others' passwords or identity is prohibited.
5. Recognizing that graphic images on computer screen may be seen easily by passerby of all ages, the Library reserves the right to direct patrons to public computer stations with privacy screens only.
6. The workstations cannot be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, New Jersey or local laws.
7. The Library offers the capability to print from its computers. The Library charges for the use of printers (see public Printing, copying, Scanning, and Faxing Policy [INF-7])
8. Internet use is governed by the Internet Access and use Policy [INF-4]

Chromebooks

1. The Library provides Chromebooks for Bellevue Avenue Branch Kid's Place for in library use.
2. Chromebooks check out for periods of one (1) hour and can be extended if no other customers are waiting.
3. A Library card must be presented to check out a Chromebook.

Theodore Graham moved to approve the revised Computer Use Policy (INF-8) and Andrew Silver seconded. The motion was approved unanimously.

USE OF TECHNOLOGY POLICY

WORK-7

Policy Statement

Technology is an integral part of the Library's operations and the Library provides our employees with Equipment and Resources (as defined below) as tools to help them perform their job duties.

Regulations

1. This policy applies to all Library Equipment, Resources and Communications that an employee uses, creates or encounters at any time while on Library work time, on Library premises, or while otherwise performing services for the Library.
 1. This policy shall not apply to employee conduct occurring during non-working time, such as breaks, meal breaks and before and after work time.
 2. This policy also shall not apply to employee conduct during non-working time, whether using personal Equipment and/or Resources or while using Equipment and/or Resources, which the Library designates for public use.
2. For purposes of this policy, the following definitions apply:
 1. A. "Equipment" means computer hardware and peripherals, including laptops, desk tops, tablets, and all other varieties, telephones and any related physical property, which the Library owns or simply provides to employees to use while working.
 2. "Resources" means the Library's computer network, communications network, computer software, including all software located on or through any Equipment, voice mail and messaging capabilities (e.g., emailing, instant messaging, audio, digital, imaging, or other forms of information transmission), as well as Internet access, the Library's communications software and all computer files created, stored or located on any Equipment or other Resources, as well as all credentials (logins, usernames, and passwords), keycards, and keys.
 3. "Communications" means e-mail, voice mail and all other electronic messages, communications, and content created on, sent to, received, opened, viewed or stored on, downloaded to or deleted from any Equipment and/or using any Resources, regardless of whether an employee sent or received the communication(s), including all attachments and imbedded links.
3. All Equipment, Resources and Communications are the sole and exclusive property of the Library. The Library reserves the right to monitor and review all Communications Use of Technology Policy and employee use of Equipment and Resources at any time and for any reason or no reason, including ensuring that employees are using the Equipment and Resources responsibly.
 - A. The Library generally will not notify employees if/when the Library performs any such review or monitoring.
 - B. Each time an employee uses any Equipment or Resources, he/she is granting consent for the Library to perform such monitoring.

C. Employees should not expect that any Communications using Equipment or Resources will be private.

4. Employees must use the computer passwords and log in names assigned to the employee by the Library (or the Technology Manager), or assigned to Equipment the employee is using, and may not change passwords or log in names at any time, except as directed by the Library Director or the Technology Manager.

A. No employee shall permit another person to use another's credentials, keycard, or key without the permission of the employee's immediate supervisor.

B. Passwords must be created and changed as established by the Technology Manager.

C. No password may be used, which is not known to the Technology Manager.

5. Employees should use the Library's Equipment and Resources only for official purposes related to Library business, although employees are permitted minimal personal use that does not result in added cost to the Library or in any way interfere with employee productivity or impair operation of systems.

A. Employees are responsible for reimbursing the Library for any personal use of the Library's Equipment and Resources, such as copying or printing.

B. Employees may not use the Library's Equipment and Resources for personal gain or to solicit anything, except if preauthorized and done for the benefit of the Library.

6. The Library assigns an individual Library email address to all employees who need to send or receive email Communications. In addition, a Library department or program may use a Library heading on a public email service.

A. All employees shall use a Library email address, and shall not use a personal email address, when conducting Library business.

B. Employees should remember that Communications are not confidential transmissions between the sender and the intended recipient.

7. Employees should exercise the same care and attention to creating Communications that they would use in preparing any other written or oral communications, including with regard to grammar, spelling and courtesy to others.

A. Communications may be subject to disclosure in a civil, criminal or administrative legal action and may be introduced as evidence in an

appropriate proceeding.

B. All employees are responsible for all content of all Communications and Resources which they create, or download during working hours or while using the Library's Equipment and/or Resources.

C. Employees may not transmit any Communications under an alternative, fictitious, or assumed name, and may not attempt to obscure the origin of any message.

D. Employees may not publish information on the Internet using the Resources and/or Equipment, which violates or infringe upon the rights of others, including copyrights, trademarks, privacy rights, and the right to be free from harassment and discrimination.

8. Employees may not communicate any inappropriate Communications (as defined below) or intentionally access or download from Internet sites which display or offer for download content, which is inappropriate.

A. The Library's policies regarding Equal Opportunity Employment, Anti-Harassment, Conflicts of Interest, Prevention of Workplace Violence and Confidentiality of Library Records policies all apply to the use of Equipment, Resources and Communications in the same manner that these policies apply to all other workplace conduct and communications.

B. Communications and Internet content are inappropriate if they are or contain statements or materials which are: fraudulent, sexual in nature, obscene, offensive, libelous, hateful, discriminatory, threatening, abusive, or harassing, to anyone, including to the Library, its employees, independent contractors, members of the public, and other persons, regardless of whether or how they are associated with the Library.

C. Communications and Internet content also are inappropriate if they contain statements or materials that include profanity, private or personal information about persons other than the author, personal insults or attacks, chain letters, anything encouraging illegal conduct, or any viruses or other harmful computer code.

9. Employees should verify the integrity of any information found on-line to ensure the information is accurate and valid before relying upon, sharing or posting such information.

10. The Library maintains one or more websites and uses other on-line social media and communication services.

1. All postings on behalf of the Library must be pre-approved by the Library Director or by the Department Head for the department which the content of

the posting concerns or represents or to which the content applies. For example, posting a notice of an upcoming children's program would require approval from the Head of Youth Services or the Library Director.

2. All on-line postings on behalf of the Library, whether to the Library's website or any other Internet location, shall be subject to the provisions of this policy. Exceptions to this policy may be allowed for staff whose assigned duties include regular updates and maintenance of the Library's digital presence. Staff exceptions must have pre-approval from the Library Director.

11. Nothing in this policy shall limit any employee's right to create or send any Communications on non-working time (including breaks and meal breaks) concerning wages, hours of work and working conditions at the Library.

12. Employees may not use any of the Library's Equipment and Resources to make on-line purchases of goods, services, fee-based downloads or subscriptions, nor charge any on-line purchases in the Library's name or to its account, except in the ordinary course of performing their job duties and for the benefit of the Library or with the Library Director's prior written approval.

A. The Library assumes no responsibility for the payment of charges incurred in violation of this policy.

B. Employees, who make on-line purchases in violation of this policy will be held responsible for all charges incurred, in addition to being subject to disciplinary action.

13. Notwithstanding the Library's right to read and retrieve all Communications, employees should not try to access any Communications not addressed to or originating from them, and should treat all such Communications as confidential.

14. The Library is not responsible for unauthorized Communications, Resources, materials and/or content obtained with Equipment and/or Resources or viewed or saved on Equipment or Resources, which are in violation of this policy.

A. Employees, who encounter inappropriate Internet content, which is not necessary to the legitimate work of the Library, immediately should use the "Back" control to return to the preceding screen or should close the tab or window on which the offending content appeared.

15. To protect the Library's Equipment and Resources from viruses and other harmful or offensive files, employees should not open any Communications, which have not first been checked by the Library's virus-protection software, or which do not come from a source known to the employee.

A. If any employee receives any inappropriate or objectionable Communications, or is subjected to inappropriate Internet content, he/she

should not delete the Communication, but instead immediately should notify his/her immediate supervisor and/or the Library Director.

16. Employees shall exercise restraint and discretion when using the Library's Equipment and Resources, with respect to the size of files sent or downloaded or copied, and the number of designated recipients.

17. Employees may not load or download ANY software, including any commercial, shareware and freeware software, onto any the Library's Equipment or Resources without prior written approval from the Library Director.

A. Employees are expressly prohibited from using Equipment and/or Resources to make illegal copies of licensed or copyrighted software.

B. Copyrighted software must be used only in accordance with its license and purchase agreement.

C. To assure compliance with licensing provisions, the Technology Manager must approve all installations, transfers or removals of software programs on Library Equipment.

D. Employees must obtain permission from the Technology Manager before connecting personal hardware to Library Equipment.

18. Employees who violate any provision of this policy will be subject to disciplinary action, which may include termination

19. All users must utilize multi-factor authentication (MFA) when accessing systems, networks and data that contain sensitive information. MFA combines two or more independent factors to verify the user's identity. The Library will utilize at least two factors for authentication, combining knowledge factors, possession factors, and/or inherence factors. Examples of factors include tokens, or mobile push notifications. All users must enroll in the Library's MFA system and register at least two factors for authentication. Enrollment should be completed during the onboarding process for new employees, and third-party users.

A. MFA Usage:

i. Users must enable and use MFA whenever accessing workstations/laptops/tablets, Office365 Email, Virtual Private Network (VPN) that require authentication.

ii. MFA should be used for both remote and on-premises access, depending on the system's risk profile.

B. Awareness and Training:

i. The Library will provide training and awareness programs to educate users about the importance of MFA and proper usage.

ii. Users should be informed about the benefits of MFA, potential threats, and how to report any issues related to MFA.

C. Monitoring and Enforcement:

i. The Library's Technology Specialist (TS) will monitor compliance with the MFA policy and take appropriate action for non-compliance.

ii. Violations of the MFA policy may result in disciplinary measures, including but not limited to account suspension or termination.

D. Exceptions:

i. Exceptions to MFA usage may be granted on a case-by-case basis, with appropriate justification and approval from the Library Director.

ii. Exceptions should be reviewed annually to ensure ongoing compliance with the policy and periodically as deemed necessary to ensure this policy's effectiveness and alignment with industry best practices.

E. Lost Tokens:

i. It is the responsibility of the individual to cover the cost of lost tokens. The replacement cost for lost fobs is \$35.00, payable by cash, check or money order made payable to the Montclair Public Library.

F. Policy Review:

I. This policy will be reviewed annually or as deemed necessary to ensure its effectiveness and alignment with industry best practices.

G. Consequences for Violations:

I. Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

ii. This policy shall not be construed to restrict employees' rights to share information about their employment terms and conditions, communicate with each

Theodore Graham moved to approve the revised Use Of Technology Policy (Work - 7) and

Brian Clarkson seconded. The motion was approved unanimously.

Building Committee Report - Theodore Graham

HVAC

- The library has received a quote for under ½ million dollars to replace the chiller.
- We have already spent over \$30,000 on HVAC repairs.
- PSE&G is coming out to evaluate the HVAC for the Direct install program
- The Montclair township has agreed to help pay for preventive maintenance to keep the HVAC running this summer.
- The Township Attorneys have approved the solar roofing system

Elevator

- The cost to replace the motor to repair the elevator is \$10,000 plus

Bellevue Avenue Plumbing

- We have a grant for the plumbing at the Bellevue Avenue Branch Library

Personnel Committee Report - Andrew Silver

The Search Committee received 36 applications for the Library Director position. After reviewing the applications the Committee interviewed 6 candidates and invited 3 candidates back for a second interview. The Committee will invite 1 candidate to meet with Library staff, the Board of Trustees and the Foundation Board as well as the Library Friends groups.

Public Comment:

Adjournment:

At 8:15 p.m. JoAnn McCullough moved to adjourn the Board of Trustees meeting and Brian Clarkson seconded. The motion was carried unanimously and the meeting was adjourned.